

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE:** RESERVE DEPUTY SHERIFF ([FULL COLORADO POST ACADEMY](#))

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**Exempt:** No

**Job Type:** 4418E

**Pay Grade:** N/A

**Department:** Office of the Sheriff

**Approved/Reviewed By:** Sheriff Darren Weekly

**Date:** 01-10-23

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**General Duties:** Performs various physical, technical, and administrative duties to act as an instrument of the court. Enforces State, Federal, and County ordinances, statutes, and codes necessary for the protection of life, health, safety, welfare, and property of persons.

**FULL COLORADO POST-ACADEMY RESERVE DEPUTY:**

**RESERVE DEPUTY - PATROL**

**Supervision Exercised:** None.

**Supervision Received:** Reports directly to the on-duty shift supervisor (Sergeant/Corporal).

**Examples of Duties:**

- Patrols County to detect illegal actions or activities. Acts to ensure the security, tranquility, and safety of businesses, homes, and the County in general.
- Responds to dispatched calls or complaints to investigate reported incidents of criminal activity, accidents, and emergency calls.
- May place suspects in custody as required by law.  
Prepares various reports, records, affidavits, and logs as required to maintain department activities.
- Testifies in court as a witness or complainant.
- Investigates incidents observed or reported to obtain pertinent facts, statements of involved parties and witnesses, gathers and preserves facts, evidence, and secures and processes crime scenes.

**RESERVE DEPUTY - INVESTIGATIONS**

**Supervision Exercised:** None.

**Supervision Received:** Reports directly to the on-duty supervisor (Lieutenant/Sergeant/Corporal).

**Examples of Duties:**

- Assist full-time investigators with criminal casework and case filings.
- Testify in criminal court.
- Work with the District Attorney's Office with the filing of cases.

### **RESERVE DEPUTY - DETENTIONS**

**Supervision Exercised:** None.

**Supervision Received:** Reports directly to the on-duty supervisor (Lieutenant/Sergeant/Corporal).

#### **Examples of Duties:**

- Books and processes detainees.
- Supervises jail housing units
- Provides security for courts.
- Transports prisoners to other facilities within the state.

### **RESERVE DEPUTY – ADMINISTRATIVE**

**Supervision Exercised:** None.

**Supervision Received:** Reports directly to the on-duty supervisor (Commander/Lieutenant/Sergeant).

#### **Examples of Duties:**

- Serves writs, subpoenas, warrants, and other criminal and civil court process for the Civil Section.
- Assist the Community Resources unit with community programs, crime prevention, Life Tracker program, etc.
- Assists the Professional Standards Division with the hiring process. Conducts background checks on applicants, conducts interviews, and assists the hiring personnel in their duties.
- Assists the Training Section with classroom and practical instruction (must possess qualifications to teach).
- Assists the Office Administration with special projects or any duty as assigned by Command Staff.

#### **Minimum Requirements:**

- Must be a United States citizen or legal permanent resident who is lawfully present in the United States pursuant to Federal Law and § 24-76.5-103, C.R.S.
- At least 21 years of age.
- High school graduate or GED
- Posses and maintain a Colorado Drivers License.

- Ability to perform under stress and perform physical tests consistent with law enforcement requirements to include running, climbing barriers, jumping over or climbing under or through obstacles, and performing strenuous physical activity; organized testing of these abilities with successful completion in a predetermined time will be required for all new commissioned employees hired after January 1, 2012.
- Ability to pass various qualifying exams and intensive background investigations.
- Ability to pass a polygraph, psychological, and medical exams.
- Possess a certificate of completion from a full POST basic academy.
- Must have and maintain a valid Colorado Peace Officer's Standard Training (POST) Certificate.
- Have no convictions for felonies or crimes of moral turpitude.

**Essential Job Functions:**

Arrest/Detain/Search: Approaches and detains persons; makes arrests; restrains and/or subdues persons when necessary to effect physical arrests; searches persons for physical, visual and auditory evidence, using hands, legs, feet, eyes, and ears. Utilizes necessary level of physical or deadly force when appropriate under law and procedure.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all Office policies, procedures, and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Incident Evaluation: Response to Calls For Service (CFS). Obtains appropriate information and details at the scene. Determines whether it is a civil or criminal matter. Evaluates information and determines the priority of actions at the scene or elsewhere. Searches persons, places, and things. Protects and maintains the scene. Identifies, collects, transports, and preserves evidence and personal property.

Investigative Procedures: Gathers information utilizing verbal and physical interview techniques. Able to give legal admonishments. Possesses the ability to take verbal and written statements. Takes photographs, measurements and prepares crime scene sketches.

Legal Knowledge: Demonstrates working knowledge of laws, codes and legal procedures by accurately detecting crimes and other violations. Then apply the appropriate statute to each; complying with legal requirements when making arrests, conducting searches and seizing evidence; and writing reports that include all necessary legal elements.

Mental Abilities: Applies reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and accurately. Has the ability to retain relevant information.

Officer Safety: Applies appropriate safety precautions in hazardous and potentially dangerous situations. Maintains a safe position when dealing with persons. Maintains awareness of own locations and that of others to include fellow deputies.

Physical Skills: Possesses and maintains the ability to safely: utilize verbal and physical control techniques; physically maneuver over, under, and through physical obstacles, as well as drag items weighing 150 lbs; run, jump, crawl, and lift 50 lbs; fire and qualify with an Office approved handgun (semi-auto), shotgun and rifle; and drive sedans, vans, and 4X4 vehicles.

Public Interaction: Explains procedures, laws, complaints, and other information as required by verbal and written methods. Mediates disputes and provides a resource for the public for information concerning areas of human services commonly requested by the public.

Report Writing: Prepares written reports, memos, citations, activity logs, etc. This includes the documentation of own observations and actions; statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation, and spelling.

Shift Preparation: Possesses and maintains the ability to work rotating shifts. Participates in shift briefings. Maintains awareness of assignment activities. Maintains personal and Office equipment in satisfactory condition.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when lawful and necessary to confront or exert control over others.

Training: Must attend all mandatory training required of a commissioned full-time member.

Vehicle Operation: Inspects vehicles. Operates vehicles during routine and emergency operations under varying road, weather, and lighting conditions. Performs minor maintenance when required.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.